

STANDING INSTRUCTIONS (SI) FORM

Date: <input type="text"/>		Branch: <input type="text"/>				
Note : 1. Please complete form in BLOCK letters and tick where applicable. 2. Demand Drafts/Cashier's Orders will be dispatched directly to the beneficiary bank.						
I/We wish to apply for	<input type="checkbox"/> New S.I <input type="checkbox"/> Amendment S.I / no: <input type="text"/> <input type="checkbox"/> Cancellation/SI no. <input type="text"/>					
Mode of Payment	<input type="checkbox"/> Telex Transfer <input type="checkbox"/> Demand Draft <input type="checkbox"/> Cashier's Order <input type="checkbox"/> Internal Transfer					
REMITTER'S ACCOUNT DETAILS						
Debit Account Number <input type="text"/>		Account Name : <input type="text"/>				
REMITTANCE DETAILS (please tick only one box)						
Remittance Currency	<input type="checkbox"/> BHD <input type="checkbox"/> US Dollar <input type="checkbox"/> Pound Sterling <input type="checkbox"/> Euro <input type="checkbox"/> Other : <input type="text"/>					
Amount in figures <small>(Please specify currency)</small>	<input type="checkbox"/> Remittance currency OR <input type="checkbox"/> Other currency <input type="text"/>					
Amount in words	<input type="text"/>					
Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Every 2 Months <input type="checkbox"/> Quarterly <input type="checkbox"/> Half-yearly <input type="checkbox"/> Yearly					
Effective Date	First Payment Date <input type="text"/> Regular Payment Date <input type="text"/>					
SI expiry	<input type="checkbox"/> Total number of payments <input type="text"/> OR <input type="checkbox"/> Until further notice					
Limits <small>(Minimum/Maximum A/c Balance)</small>	Higher Limit <input type="text"/> Lower Limit <input type="text"/>					
Charges <small>(only for TT's)</small>	<input type="checkbox"/> OUR <input type="checkbox"/> SHA					
BENEFICIARY DETAILS						
Name :		<input type="text"/>				
Account Number/IBAN:		<input type="text"/>				
Bank :		<input type="text"/>				
Branch :		City : <input type="text"/>				
State/County/Province :		Country : <input type="text"/>				
Bank Code* :		(*SWIFT/Sort Code/Fedwire/ID/CHIPS UID/etc.				
Beneficiary address <small>(Personal or Business)</small>		<input type="text"/>				
Purpose of Payment: <small>(Applicable codes in the following page)</small>		<input type="text"/>				
Other Instructions to Bank		<input type="text"/>				
REMITTER'S DETAILS						
Contact Numbers:	Mobile: <input type="text"/>	Office/Residence: <input type="text"/>	E-mail: <input type="text"/>			
I/We agree to the Terms & Conditions given here with			S.V.			
Customer Signature: <input type="text"/>			Bank Staff Name & Signature			
BANK USE ONLY						
SI TYPE (BSI, DSI, TSI)	CHARGE CODE	CHARGE TYPE	To Bank	Benf Bank	Maker	Authorised Signature

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For more details, please call 17569878 or your Relationship Managers.

TERMS & CONDITIONS

The Terms and Conditions set forth herewith govern standing instructions and are in addition to any other agreements, account documentation and the Bank’s General Terms and Conditions for the operation of the accounts.

- I/We understand that a charge (as stated in our Tariff of Charges on bank's website) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. A charge will be levied for any new standing order and for each subsequent amendment.
- I/We understand that I/We should maintain sufficient funds in the account one day before the payment date for the above arrangement and that a charge may be levied, as per Fees and Charges updated on Bank's website, on each standing instruction payment returned due to insufficient funds, and that the bank may cancel the above instruction without advice to me/us if the payment has been returned thrice consecutively due to insufficient funds on my/our account.
- I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank’s control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.
- I/We understand that if the payment date falls on a bank holiday, the standing instruction will be effected on the last working day, before the holiday.
- I/We understand that the standing order shall remain in full force and effect until advised in writing by I/Me that no further payment is required.
- I/We understand that any amendments or cancellations of this standing order by Me/Us should be in writing and reach the Bank at least one week before the next successive payment is due.
- I/We understand that neither the Bank, nor its Branches, Correspondents, or Agents are responsible for any loss, delay, error, or omission arising out of any mode of communication used for effecting those payments.
- I/We understand that the Bank will not be liable for any hold or delay in my/our payments if the Bank at any time subsequently, is of the opinion that the information is incomplete or insufficient or does not meet any act of a regulatory authority / Government agency.
- I/We understand that a charge will be made for enquiries received in respect of any standing order payments where the Bank is not at fault, e.g., refunds, cancellations, amendments, duplicate advices, fate of funds, copies of cleared payments, etc. (a charge will be made per payment instruction).

Applicable Purpose of payment codes

Code	Description
000	System operations
001	Ordinary transfer
002-019	Reserved
020	Fee payment
021	Salary payment
022	Generic bill payment
023	Top-up of pre-paid account
024	Transfer from Prepaid Account to Bank Account
025	Credit card settlement
026	Pension
027	Dividends
028	Interest received
029	Loan Installment
030	Rental
031	Charity payments
032	Bonus
033	Awards
034	Saving
035	Government Subsidies
036	Disabled Subsidy
037	Financial Support
038	Rental Subsidy Allowance
039	Social Assistance
040	Meat Subsidy



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